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S-4/43
SSA 64-1711

16 OCT 1964

MEMORANDUM FOR: Executive Officer to the Deputy Director for Support

SUBJECT : Headquarters [redacted] Provision of Furniture, Furnishings, and Household Equipment 25X1

REFERENCE : Memorandum from EO-DDS dated 11 September 1964, subject: Provision of Furniture and Furnishings in Overseas Living Quarters (DDS 64-4626)

1. We are in general agreement with the policy contained in the proposed revisions to [redacted] on subject matter. 25X1

2. Rather than insert our comments, we have elected to rewrite the entire paragraph 1.d. The attachment returned herewith is this Office's recommendation for revision to subject regulation.

3. The same revisions to the field versions are applicable. [redacted] 25X1

Director of Logistics

Attachment:
As stated

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25X1 [redacted]

d. Provision of Furniture, Furnishings, and Household Equipment

(1) It is the general policy of the Agency to provide furniture, furnishings, and household equipment in overseas employee housing through the shipment abroad of the employees' personally owned furnishings and household effects at Government expense subject to the limitations prescribed in 25X1 [redacted] In those cases where adequately furnished quarters are provided, 25X1 [redacted] organization, shipment of personally owned household effects will be subject to the reduced weight limitation prescribed in 25X1 [redacted]

25X1 [redacted]

25X1C

the Agency, or for use in property privately acquired under the Quarters Allowance system. Under these circumstances, the Chief of Station may procure and issue to the individual, on a quasi-personal basis, the following items which are not normally provided in living quarters in a specific area:

1. Stove
2. Refrigerator

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3. Wardrobes, kitchen cabinets, bathroom cabinets (where adequate facilities do not exist)

4. Toilets, tubs, sinks, drain boards, and lighting fixtures where such items by custom are not provided in quarters

5. Transformer(s) required to operate issued appliances

6. Washing machine and drier in those cases where an employee has dependents at the post and where no adequate laundry facilities exist, or where no adequate laundry facilities exist and the laundry equipment will be utilized by two or more employees not having dependents at the post.

7. Food freezers may be provided for community type usage where perishable foods in sufficient quantity are not readily available from local sources

(b) The Chief of Station is authorized to issue the items listed in (a) above to personnel occupying furnished quarters

25X1C provided by [redacted] the Agency.

(c) The items indicated in (a) above may be authorized and issued to non-Government quarters (privately acquired) in those instances where such items are not normally provided in living quarters in a specific area. These issues will be controlled as quasi-personal items of equipment.

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(d) Should the furnishings provided [redacted] 25X1C be already inadequate for representation or operational needs of an employee, they may be augmented by limited Agency issues on a quasi-personal basis with the prior approval of the chief of the operating division concerned.

(e) The items indicated in (d) above will be treated as accountable personal property except in those situations where removal from quarters is decided by Chief of Station as not economically feasible. In the latter case, these items will be expended as installed property.

(3) Floor covering sufficient for reasonable coverage is authorized in living and dining areas only. Floor coverings will consist of rugs or carpeting manufactured or cut to standard rug sizes common to the area. Quality and type of floor coverings will be consistent with local conditions and Government practices.

(4) Draperies to provide sufficient privacy and reasonably pleasing decor are authorized in living and dining areas only. Standard size, already made draperies should be used where possible, and custom made draperies should be authorized only where standard sizes will not suffice. Quality and types of material for draperies will be consistent with local conditions and Government practices.

(5) Furniture, furnishings, and equipment presently on hand or in use as of the date of this regulation may be retained without regard to the above limitations for the duration of its economically serviceable life.

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(6) Exceptions to the above policies may be made in individual cases or for entire posts only where there is strong justification for reasons of economy to the Government, operational considerations [redacted] 25X1C Such exceptions will be made by the Deputy Director for Support.

(7) When the provision of quasi-personal furniture to employees has been approved, the furniture normally will be procured in the field. However, in justifiable circumstances, Operating Division Chiefs may authorize the procurement of quasi-personal furniture and furnishings in the United States for shipment to the field. Where security considerations permit, furniture and furnishings provided by the Agency shall be used by succeeding personnel. The determination of the feasibility of such reissue shall be made by the Chief of Station. Normally, an automatic sale of the items by one employee to another should satisfy routine security requirements.

(8) Furniture, furnishings, and equipment to be procured for use in Agency provided quarters shall be in accordance with the Table of Allowances set forth in Attachment 1 to this regulation. Except for housekeeping quarters, the Table of Allowances does not include linens, blankets, dishes, glassware, kitchen utensils, or any similar items of personal effects and household equipment. However, Chiefs of Station or Base are authorized to maintain limited stocks of these items for loan to employees when awaiting arrival of their personal effects and during the period prior to departure when personal effects have been returned to the United States.

SECRET

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25X1

25X1

25X1

TRANSMITTAL SLIP | DATE

TO: [redacted]

ROOM NO.

REMARKS:

Hal:

Since this is yours and does to your heart would you give it the once over lightly?

Sue sent these originals to [redacted] to get them on her agenda for the coordination process.

FROM: [redacted]

ROOM NO.	BUILDING	EXTENSION

FORM NO. 241 1 FEB 55 REPLACES FORM 36-8 WHICH MAY BE USED. GPO : 1957—O-439445 (47)

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